

**Arkansas Department of Career Education**

**Vocational Education Coordinator Job Vacancy Announcement**

**Recruitment Period:**

**Monday, September 26, 2016 through Friday, October 07, 2016**

**Position Number: 22081426 Class Code: E011C Grade: C124**

**Entry Level Salary: \$45, 377**

The Arkansas Department of Career Education- Rehabilitation Services Division is recruiting for a Vocational Education Coordinator position. The Vocational Education Coordinator is responsible for providing detailed case review of program services and monitoring and evaluating service delivery. This position is governed by state and federal laws and agency/institution policy. This position is located in the Little Rock Field Office, 525 W. Capitol Ave., Little Rock, Arkansas 72201.

Thoroughly read the attached Vocational Education Coordinator Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

**Employment Application Procedure**

Apply online through the Arkansas State Jobs website at <http://www.arstatejobs.com> . Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the Arkansas Relay Service at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 4:30 p.m., Friday, October 07, 2016.

The Arkansas Department of Career Education-Rehabilitation Services Division is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

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### **Vocational Education Coordinator Job Vacancy Announcement**

**Position Number: 22081426 Class Code: E011C Grade: C124**

#### **Education and Professional Work Experience**

The formal education equivalent of a bachelor's degree in psychology, sociology, or a related field; plus four years of experience in vocational rehabilitation service delivery or related area, including one year in a supervisory or leadership capacity.

#### **Preferred Qualification**

Master Degree in Rehabilitation Counseling, certified as a Certified Vocational Rehabilitation Counselor in accordance with the Commission on Rehabilitation Counselor Certification (CRC), and five years in a supervisory or leadership capacity.

#### **Job Duties and Responsibilities**

Monitor, evaluate, and review programs by reviewing client case files for documentation, ensuring clients receive adequate services, analyzing program effectiveness, recommending improvements, and ensuring compliance with state and federal regulations.

Coordinate services with other human service agencies and other organizations by resolving common service delivery problems, referring clients to other services, and providing information to groups and organizations.

Develop and recommend staff, material, and equipment needs and case cost allotments for the field service programs managed and monitors and approves expenditures for client services rendered.

Consult and advise staff and outside organizations on policies, procedures, and guidelines and identifies the characteristics and impact of work problems and formulates possible solutions.

Recommend and implement new and revised policies and procedures and interprets state and federal laws to respond to changes in program needs, objectives, and priorities and to improve the effectiveness of the programs.

Provide training to staff regarding policies, procedures, and related issues.

Perform other duties as assigned.